

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR TECHNICIAN AIR CONDITIONING		<b>Date:</b> 01/19/99
<b>Position Level:</b> 7	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 7-3

### GENERAL DESCRIPTION

The primary function of this position is to troubleshoot, repair and maintain all county air conditioning units.

### KEY RESPONSIBILITIES

1. \*Troubleshoot electrical and air conditioning problems.
2. Install new air conditioning parts and maintain as needed.
3. Minor repair work, carpentry, painting and plumbing, as needed.
4. Analyze work order requests and develop a cost effective and efficient plan in order to complete the job.
5. Preventive maintenance and filter changes.
6. Inventory of parts.
7. \*Record keeping and disposal of Freon.
8. Coordinates work with the area Air Conditioning contractors.
9. Check and maintain tools periodically in order to ensure proper operation and safety.
10. Keep work area clean and organized and use safety cones and signage when required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> SR TECHNICIAN, AIR CONDITIONING	<b>Class Code:</b> 7-3	<b>Position Level:</b> 7
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Valid Fla. Dr. License. EPA Refrigerant Certification required.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

